

1. Requesting Agency

MARYLAND HOUSE OF CORRECTION

2. Division or Bureau of Requesting Agency

JESSUP

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6: Recommendation
of Hall of Records
and Board of Public
Works.

✓ 1.

DAILY POPULATION

Form No.: 65
Size: 8½" x 4"
Period Covered: 1946 -
Quantity: 6 linear inches
File Arrangement: chronological
Annual Accumulation: less than ½ inch
Disposable Amount: 2 linear inches

Shows the daily prisoner census of the institution. Each card accommodates one month's entries; information is used for budget analysis and annual report statistics.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*2. RETURN OF PRISONERS

Size: 7½" x 11"
Period: 1951 -
Quantity: 9 linear inches
File Arrangement: chronological
Annual Accumulation: 2 linear inches

A detailed report showing distribution of prisoners throughout the institution; names of prisoners received and discharged also given.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.March 11, 1955
Date

Archivist

MAR 14 1955
Date

Secretary

ST FOR RECORDS RETENTION FILE
(Continuation Sheet)

SCHEDULE NO. 132

PAGE NO. 2.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

3. DAILY REPORT OF PRISONERS EMPLOYED

Size: 8" x 14"

Period Covered: July 1930 - -

Quantity: 9 cubic feet

File Arrangement: chronological

Annual Accumulation: 2 cubic feet

Disposable Amount: 2 cubic feet

Audited: by State

Report submitted daily by each department employing prison labor; showing number of prisoners assigned to the department, number late or absent and lists by name those prisoners who are absent from the job and the reason for the absence; used by the Accounting Department to charge the cost of labor and production to the proper account.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

4. TIME RECORD - (PRISONER PAYROLL)

Size: 9" x 12"

Period Covered: 1937 - -

Quantity: 15 cubic feet

File Arrangement: alphabetical by work groups

Annual Accumulation: 1 cubic foot

Disposable Amount: 10 cubic feet

Audited: by State

Prisoner's daily work record, from it industrial good time is entered on the Inmates Ledger Card. Also shown is department where employed, the total monthly pay and monthly industrial good time.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

5. INMATES LEDGER CARD

Size: 8½" x 11"

Period: 1949

Quantity: 14 cubic feet

File Arrangement: alphabetical by year

Annual Accumulation: 3 cubic feet

Audited by: State

A complete record of the inmates finances is maintained on these cards.

RECOMMENDATION: RETAIN FOR 20 YEARS AFTER THE PRISONER HAS BEEN DISCHARGED OR PAROLE OBLIGATIONS HAVE BEEN MET AND THEN DESTROY.

*Approved Hall of
Records Commission*
Date: Jan 14 1955
J. McCusker
Secretary

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

✓ 6.

SENTENCE CARD

Size: 6" x 9"

Period Covered: 1937 -

Quantity: 39 cubic feet

File Arrangement: alphabetical

Annual Accumulation: 1 drawer

Ledger card showing total time of sentence, any deductions or additions to the sentence and total time served. Monthly entries show deductions for good behavior and industrial good time. This information is posted from the Prisoners Time Record (Item 4).

RECOMMENDATION: RETAIN FOR 20 YEARS AFTER DISCHARGE OR PAROLE OBLIGATIONS ARE MET AND THEN DESTROY.

Industrial Good Time Card
form 53

*Approved Hall of
Records Commission*

✓ 7.

PRISONER'S COMMISSARY ORDERS

Size: 5" x 11"

Period Covered: 1950 -

Quantity: 64 cubic feet

File Arrangement: Cell tier then alphabetically

Annual Accumulation: 16 cubic feet

Disposable Amount: 16 cubic feet

Audited by: State

Prisoners may make purchases from the Institution's Commissary on this prenumbered form; used to post to inmates ledger card (Item 5).

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

✓ 8.

ACCOUNTING RECORDS

This item includes all standard accounting forms used by all State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically, these are:

Comptroller of the Treasury

Form No.

E-1-S

E-1 & E-1

DD-1

R-2

Distribution of Charge

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and Deposited

Distribution of Unexpanded and Obligated Balances

APPROVED BY
HALL OF RECORDS
DATE MAR 14 1955

McLuskey
Secretary

*Approved Hall of
Records Commission*

ST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 132

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies	
47-A	Purchase Order	
100-16	Out-of-Schedule Requisition for Supplies	
39A & 40A	Stores Requisition	
CF-2	Copy of Contract Awarded	
CF-1	Capital Fund Requisition for Equipment	
100/24	Actual Emergency and Repairs Report	
27-A	Copy of Contract Awarded	
CF-3	Copy of Contract Awarded	
	Copy of Contract Awarded (Capital Funds)	
	Delivery Invoice	
26-A	Notice of Award of Contract	
52	Credit Memorandum	
51	Report of Partial Delivery	

Budget Bureau (Department of Budget and Procurement)

BB1 (Rev.)	Formerly BB1 & BB2	
BP Inv. R-101	Report of Fixed Assets (annual)	
BP Inv. R-102	Report of Materials and Supplies (annual)	
BP Inv. 6	Materials and Supplies Physical Inventory (annual)	
BB 40	Request for Position Action	
Budget Form No.'s 1 through 11 - Budget Estimates Fiscal Year (13 pages including farm statement)		
PP 1A	Power Plant Utility Report (monthly)	
	Farm Report (annual)	
	Farm Report (monthly)	
	Food Report (monthly)	
BP Inv. 1	Stores Record	
BP Inv. 2	Equipment Record	
BP Inv. 3	Motor Vehicle Record	
	Monthly Statement of Balances	
	Memorandum of Adjustment	

Others

Vendor's Invoices	
Bank Deposit Slips	
Bank Statements	
Bank Deposit Receipts	
Cancelled Checks	
Cancelled Withdrawal checks-prisoner funds	

State Use Industries

Invitation to Bid	
Sales Invoices	
Award of Contract	
Shipping Ticket	
Delivery Ticket	

RECEIVED
MAR 14 1955
FBI - NEW YORK

Mac
Secretary

ST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
NO.

132

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Invoice Cash Receipt</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
9.	<p><u>ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE</u></p> <p>PAYROLL -(Prior to July 1, 1953) The agency copy of this payroll form is to be retained for five years or until audited whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).</p> <p>PAYROLL EXCEPTIONS: Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954).</p> <p>PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).</p> <p>TRANSMITTAL FORM E-1 or E-3 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).</p>	<p><i>Approved Hall of Records Commission</i></p> <p>BOARD OF PUBLIC WORKS</p> <p>Date MAR 14 1955</p> <p><i>J. McEwen</i> Secretary</p>